



Training Opportunity

Course Title:	Staffing, Pay and Leave Fundamentals
Date(s)/Time:	22-24 June 2004 8am to 4pm
Location:	Ft. Benning, Building 6, Classroom 225
Tuition:	\$325
Vendor:	Southeastern Training Association
Course Manager:	Marsha Samples 356-842-6543/DSN 788-6543 marsha.samples@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 20 May 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Open to all Federal Employees

Course Description:

The following topics will be covered:

- Statutes and Regulations Governing Personnel Actions
- Appointing Authorities
- Merit Promotion Procedures
- Within Grade Increases
- Overtime/Compensatory Time
- Family and Medical Leave Act (FMLA)
- Military Leave

Registration Information:

Registration Deadline: 20 May 2004

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed payment authorization sheet available [here](#) to the course manager by the registration deadline.

Additional Information:

Individuals requiring special accommodations should notify the course manager at the time of registration.